

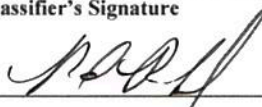


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington, DC		<b>2. POSITION NUMBER</b> EPES17016	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	Senior Advisor to the Administrator for Budgets and Audits	ES	0505	00	
<b>4. Supervisor's Recommendation</b>	Senior Advisor to the Administrator for Budgets and Audits	ES	0505	00	
<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)			<b>6. NAME OF EMPLOYEE</b> Holly Greaves		
<b>7. ORGANIZATION</b> (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Chief Financial Officer			g.		
c. Immediate Office			h. Employing Office Location Washington, DC		
d.			i. Organization Code F0000000		
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor David Bloom, Acting Chief Financial Officer			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator, EPA		
b. Signature 		c. Date 4/19/17	e. Signature 		f. Date 4/19/17
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. <b>Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive		f. Functional Classification Code			
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____% of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature 	
j. Date 04/20/17					
<b>11. REMARKS</b>					

## **Senior Advisor to the Administrator for Budgets and Audits**

### Supervisory Controls

Receives broad general direction and policy guidance from the Administrator and Chief Financial Officer. Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

### Major Duties and Responsibilities

1. Serves as Senior Advisor to the Administrator Budget and Audits. This includes:
  - a. All aspects of strategic planning; audits, financial accountability; budget formulation, preparation, and execution; financial and resource management practices; and the delivery of financial services.
  - b. Management of projects supporting the Administrator's priorities, including changes in program emphasis as needed.
  - c. Providing advice concerning operational program development efforts which reflect a commitment to improving the efficiency and effectiveness of the Agency.
  - d. Providing advice regarding Agency-wide internal controls, audit resolution and follow-up, and government-wide improvement initiatives.
2. Shares fully with the Chief Financial Officer in the planning, programming, policy development, management, direction, and control of the technical and administrative aspects of the Office of the Chief Financial Officer. This includes:
  - a. Providing direction to OCFO office directors to ensure that budget, planning, accountability and finance programs are consistent with the Administrator's goals and priorities.
  - b. Oversight and planning for the OCFO budget, ensuring that resources are efficiently and appropriately managed.
  - c. Ensuring that the Agency's management team is informed of and given an opportunity to comment on proposed actions or decisions affecting their offices of responsibility.
  - d. Serving as the First Assistant and as the Acting Chief Financial Officer for the Agency in the absence of the Chief Financial Officer.
3. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides financial advice and options to the Administrator and Chief Financial Officer on strategies to accomplish such developments.
4. Represents the Administrator and Chief Financial Officer in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Ensures that shifts are made in work, priorities, and program emphasis as necessary.
5. Participates in key decisions and meetings as a member of the Administrator's executive management team.

6. Demonstrates leadership and commitment to management integrity as a top priority in the organization consistent with the Federal Managers' Financial Integrity Act and other applicable legislation.
7. Coordinates with the Agency's Office of Administrative and Resource Management to determine the appropriate allocation and utilization of the Agency's resources in accordance with the Administration's priorities.
8. Represents the Administrator and Chief Financial Officer in communications with Congressional members and staff, Congressional Appropriations Committees, the Office of Management and Budget, Government Accountability Office, General Services Administration, Department of the Treasury, and other Federal Agencies, as applicable, prescribing requirements for the conduct of government budget, planning, analysis, accountability, fiscal management and financial activities.
9. Attends relevant government-wide forums and conferences for and with the Administrator and Chief Financial Officer. Assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator possible avenues of approach.
10. Performs other duties as assigned.

# Investigate

## Position Designation Record

Agency	EPA
Position Title	SENIOR ADVISOR TO THE ADMINISTRATION FOR BUDGETS AND NOSES
Series and Grade/Pay	ES-0505-00
Band	
Position Description	EP6517016
Number	
Designator's Name & Title	Howard Barnett, Lead HR Specialist

### Potential for Compromise or Damage

#### Duties

Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)

#### Degree of Potential for Compromise or Damage

One or more of the following:

- Senior management duties or assignments that do not rise to the level of an automatic High-Risk condition
- Substantial responsibility for approving regulations and/or rule-making agendas for significant government programs impacting the public's trust
- Independent responsibility for planning or approving continuity of government operations
- Sets policy for significant government programs impacting the public's trust
- Independent agency spokesperson concerning delicate controversial matters impacting the public's trust



**Duties****Degree of Potential for Compromise or Damage**

- Serves in advisory role to senior agency officials who complete one or more of the above duties

**Adjustment for Program Designation and Level of Supervision****Adjustments****Label**

**Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)** Agency impact

**Adjustment for level of supervision or other controls** Periodic, ongoing review - ability to act independently a lot of the time

**Total Points Designation****Label****Points****Investigation****Form****Total Initial Position**

50

**Required****Designation Points from Step 2**

T2 and T2S

SF 85P

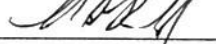
**Adjusted Position Designation Points from Step 3**

35

**Sensitivity****Risk Level**

Non-Sensitive

Moderate Risk

Signature: Date: 03/13/17Name: Heather Bonifant